

**SAM – TRAVEL GUIDE**

**SAM SUPPLEMENT**

**TRAVEL GUIDE**

## SAM – TRAVEL GUIDE

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## TRAVEL GUIDE

**Purpose** This guide provides additional information for travelers and their supervisors. SAM Section 0700 and DPA Rules contain policy guidance in this area. SAM and DPA references are provided for each topic, in the index.

## TRANSPORTATION 100

**Choosing A Method** The supervisor or manager determines the most economical method of transportation. In making this determination, consider the following:

- Availability of public transportation
- Direct expenses; i.e., cost of air fare, rail fare, bus fare, parking and mileage
- State time
- Number of employees traveling to the same place at the same time
- Needs of the State, i.e., number of stops and/or equipment to be transported
- Weather conditions, i.e., fog, snow
- Time allotted to complete the assignment
- Availability of transportation at the point of destination
- Location of employee's residence, regular workplace, destination and location of State vehicles

**Transportation Arrangements** Employees are expected to make arrangements for the following:

- Airline Transportation
- Rental of Commercial Vehicles
- Use of State Vehicles
- Hotel/Motel Lodging
- Taxi Service
- Bus Transportation
- Railroad Transportation and
- Other travel arrangements when needed

**Paying for Travel** Employees may pay for travel by the following means:

- California State Business Travel Account
- California State Corporate Charge Card
- California State Car Rental Business Travel Account
- General Services Charge Card (accepted by certain taxis only; see [www.travel.dgs.ca.gov](http://www.travel.dgs.ca.gov), Taxicab tab, for list)
- Travel Advance Funds
- Personal Check
- Cash
- State Warrant
- Credit/debit Card

## GENERAL SERVICES CHARGE CARD 200

### General Services Charge card

The card is used to:

- Pay for taxi service in Sacramento (accepted by certain taxis only; see [www.travel.dgs.ca.gov](http://www.travel.dgs.ca.gov), Taxicab tab, for list)
- Obtain State Vehicles

### Charges not Included

Do not use General Service Charge Cards for any of the following charges:

- Renting a commercial vehicle
- Damage caused by an employee driving a DGS pool vehicle on personal business
- Damage caused by willfully or imprudently driving the vehicle in an unsafe or illegal manner
- Damage or other cost resulting from using the vehicle for other than its designated purpose
- Towing charges for a state vehicle illegally or improperly parked
- Towing charges for a state vehicle stranded on unimproved roads or while off-road driving
- Towing charges for a private vehicle being used on State business
- Citation due to Vehicle Code violation

### Guidelines

When ownership of the card changes, the General Services Charge Card coordinator must be notified immediately.

Never loan your card to another reporting unit. If you do, your reporting unit will be charged for the expenses.

Return all unused or unneeded General Services Charge Cards to your contact person.

If lost or stolen, notify the Department Contact Person. The contact person must notify the General Services Charge Card coordinator immediately.

## CONTRACT AIRLINES 300

### Contract Airlines

The State contracts with multiple airlines, to provide discounted air fare for official business trips between specified city pairs. Refer to the most current airline management memo for a listing of the contracted fares.

State employees traveling between the city pairs must use the contracted airlines, unless one or more significant factors make such use impractical. Such situations include:

- A requirement to fly on short notice and space is not available.
- The contractor's flight schedule would require overnight lodging.
- The employee misses a flight and it would result in a substantial delay to wait for the contractor's next flight.
- The contractor's flight schedule will not meet mission requirements, or will create a substantial loss of time.

### Non-Contract Carriers

Even though a non-contract airline may offer a fare equal to or less than the contract fare between city pairs, the State will honor its contract. If a contractor offers a lower fare for a contract route (e.g., round trip or special promotion), the State will receive the lower fare if the conditions required for the lower fare are met.

### Travel Networks

State agencies use various travel networks. Order tickets by using the travel agency website that services your department. The travel agency will use the above criteria when selecting airlines for traveling state employees. It's recommended that all airline ticket reservations must be made through your department's designated travel network. State agencies purchasing airline tickets directly from contract airline must have one of the accepted forms of payment:

- California State Business Travel Account
- California State Corporate Charge Card
- State Agency Check

### Information to Give Travel Agency

Provide the following information when making reservations:

- The department you are working for
- Your name and location (city)
- Your reporting unit number
- Your desired travel itinerary

### What You'll Receive

You'll receive the following:

- Travel agency invoice (sent to accounting office)
- Pocket itinerary (flight schedule)
- Flight coupon/boarding pass
- Passenger receipt (**ATTACH** to Travel Expense Claim)

### Change in Flight Plans

Call the travel agency if there is a sudden change in flight schedule.

Additional tickets will be prepaid and may be available for immediate pick up at the designated airport or location you specify. Return any unused ticket to the accounting office **IMMEDIATELY**.

### Additional Services

Many travel agencies will also:

- Provide information on hotel/motel discounts, including ones that offer government rates
- Make hotel/motel reservations
- Make rental vehicle reservations

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### STATE VEHICLES 400

#### Location of State Garages

Fresno 1025 P Street  
ATSS: 421–5527/Public: (209) 445–5527  
Los Angeles 1645 N. Main Street  
Public: (323) 224-0905  
Oakland 401 27th Street  
ATSS: 561–0901/Public: (415) 464–0901  
Sacramento 1416 Tenth Street  
ATSS: 485–9711/Public: (916) 445–9711  
San Diego 345 West Ash Street  
ATSS: 631–7415/Public: (619) 237–7415

#### Reservations

Reservations may be made by telephone, on-line, or in person for special vehicles such as station wagons or pick-ups. A reserved vehicle will not be held after the appointed time. If the employee has not appeared, the vehicle may be dispatched.

#### Return of DGS Pool Vehicle

The Department of General Services (DGS) pool vehicle should be returned during regular office or garage hours the same day it is checked out, except under the following conditions:

- If there is no other practical and reasonable way of getting to the airport, the vehicle may be parked overnight at the airport.
- When the vehicle is used continuously for two or more days to conduct business.
- A person returning from a trip after working hours is allowed to return the vehicle the following morning.
- A person needing a vehicle before regular working hours may check out a vehicle the day before.

## **RENTAL VEHICLES 500**

### **Overview**

The State has a primary and secondary contract for commercial car rental. Rates are available nationwide (excluding New York). See the most current management memo for commercial car rental rates. Free shuttle service from the airport to the vendor's nearest rental location is provided by the vendor. Use of the contract vendor is required in available areas or the employee may be personally responsible for paying the difference between the contract rate and the rate charged.

### **Guidelines**

- The California State Car Rental Business Travel Account, California State Corporate Charge Card, can be used for rental vehicles.
- Rentals longer than seven consecutive days must get prior approval from the Office of Fleet and Asset Management.
- Unlimited mileage is provided by the primary and secondary vendors.
- The primary and secondary vendors do not levy an interstate drop off charge if the vehicle is dropped off within 150 miles of contract locations.
- Rental vehicles are for official State business and to obtain meals and lodging while traveling.
- An employee shall rent a compact vehicle unless there are reasons for a larger vehicle, such as five or more employees and luggage to a vehicle. Provide justification in the "Remarks" section of the Travel Expense Claim. Submit a justification letter to Accounts Payable prior to rental.
- Employees are to return vehicles to the vendor with a full tank of gas. A receipt reflecting the purchase of fuel must be submitted with the Travel Expense Claim to be reimbursed. Should a vehicle be returned with less than a full tank, the vendor may impose fuel charges that may be higher than market rate. If determined to be cost effective, vehicles may be fueled by the vendor. Consider the employee's time and other associated costs to determine which fueling option is in the best interest of the State.

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## **RENTAL VEHICLES 500**

### **Checking Out A Rental Vehicle**

Contact vendor and reserve an economy vehicle 24 hours in advance.

If you change plans cancel the reservation.

When picking up the vehicle be prepared to:

- Identify yourself as a State employee.
- Show your California State Corporate Charge Card
- Show your driver's license.

The customer's copy of the rental contract should be submitted with the employee's Travel Expense Claim. Any unapproved charges will be collected from the employee. The State will not reimburse you for purchasing collision, damage, or medical insurance while renting a vehicle. Collision and medical insurance are already provided by the State.

### **Using a Rental Vehicle For Personal Business**

The insurance provided by the State is not in effect if the employee is driving on personal business except to obtain meals and lodging. Employees wanting to retain a commercial vehicle for personal use must make prior arrangements with the vendor at the public rate.

### **Complaints**

If you experience unreasonable situations in using the contract vendor direct a memo to:

Department of General Services  
Office of Fleet and Asset Management  
1700 National Drive, (IMS A-01)  
Sacramento, CA 95834-1965  
Attn: Statewide Travel Program Administrator

## PRIVATE VEHICLES 600

### Considerations

Consider the following when authorizing an employee use of a private vehicle:

- The employee needs a short-term vehicle and the average daily mileage for the trip is less than 100 miles.
- The employee requires a vehicle full time and the average monthly mileage is less than 1,000 miles.
- The travel is less than 20 miles roundtrip.
- Location of the employee's residence.
- Location of the employee's headquarters.
- Trip destination.
- Location of available State vehicle.
- Two or more employees traveling together.
- Trip itinerary includes intermediate stops not practical for public transportation.
- Commercial carrier arrival/departure time inconvenient to traveler's itinerary.
- Public transportation, State vehicle, or rental vehicle unavailable at destination.
- The employee must carry specialized tools, books, equipment, etc.

### Trips Beginning/ Ending at Home

When a trip begins or ends at home, the mileage payment shall be for the shorter distance between home and destination or headquarters and destination. Mileage may be computed from the employee's residence when the following conditions are met:

- Using a common carrier and travel begins or ends one hour before or after the regularly scheduled work day or on a normal day off or holiday.
- The mileage expense is for call back on a normal work day or overtime work on a normal day off in remote locations.
- With prior DPA approval.

### Mileage Reimbursement

Mileage reimbursement is based on the current Bargaining Unit Contract and the DPA Rules.

## **LIMOUSINE OR TAXI SERVICE 700**

### **Overview**

Airport limousines or hotel buses are often the least expensive mode of transportation. The rates are easily verified and their use is generally accepted without explanation. If these are unavailable, use of a taxi in rare instances maybe necessary. A complete explanation should be made on the Travel Expense Claim for all taxi fares. Employees shall complete the section on the voucher (provided by the taxi driver) marked "Times from and to" and include the General Services' Charge Card number and proper billing address.

Contact your department's accounting office or your local taxi service provider to determine which taxi services will accept the General Services Charge Card.

## OTHER MODES OF TRANSPORTATION 800

<b>Privately Owned Aircraft</b>	Privately owned or charter aircraft may be used on official business if it is in the best interest of the Department or if it's the most economical means. Refer to SAM Section 0743 regarding prior approvals, certification, insurance, and reimbursement allowances.
<b>Privately Owned Motorcycles</b>	DPA rules prohibit any reimbursement for mileage or transportation expenses for privately owned motorcycles.
<b>Bicycles</b>	Where a privately owned bicycle is used in the conduct of official business, the employee will be allowed to claim the rate found in the current MOU and DPA Rules.

## MISHAPS 900

<b>Overview</b>	The following paragraphs describe procedures to be followed when a mishap occurs.
<b>Damage to Property (General)</b>	<ol style="list-style-type: none"> <li>1. Report the accident to the nearest police or highway patrol if there is severe damage or if injuries have occurred.</li> <li>2. Do not admit fault to the other driver or to any witnesses.</li> <li>3. Submit STD 270 to your supervisor (reviewing officer).</li> <li>4. Within 48 hours, forward copies of the STD 270 to the appropriate offices. See SAM Section 0759.</li> </ol>
<b>Damage to Privately Owned Vehicle</b>	<ol style="list-style-type: none"> <li>1. Attempt to recover all the damages through your insurance.</li> <li>2. Prepare a Travel Expense Claim for reimbursement of the costs paid but not covered by your insurance (i.e., the "deductible" amount). Attach the canary colored copy of STD 270, the receipts for repairs or parts, and three estimates of cost of repairs to the Travel Expense Claim.</li> <li>3. Enter the following certification in the "Remarks" section (Item 10) of the Travel Expense Claim: "I hereby certify that this expense was incurred by me as a result of damage to my privately owned vehicle. This expense is not reimbursable through the insurance coverage of any of the parties involved in the accident."</li> </ol>
<b>Damage to a Non-Contract Commercial Rental Vehicle</b>	<ol style="list-style-type: none"> <li>1. Prepare a Travel Expense Claim to reimburse your costs. In some cases the vendor will bill the department directly.</li> <li>2. Enter the following certification in the "Remarks" section (Item 10) of the Travel Expense Claim: "I hereby certify that this expense was incurred by me as a result of damage to a commercial rental vehicle used in compliance with SAM 4186.1. This expense is not reimbursable through the insurance coverage of any parties involved in the accident."</li> <li>3. Attach the "customer copy" of the vehicle rental contract with the Travel Expense Claim.</li> </ol>

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### **MISHAPS 900**

#### **Damage to a Pool Vehicle**

1. Complete an Accident Identification Card STD 269 before leaving the accident scene.
2. If another vehicle is involved, give the driver a copy of the STD 269.
3. Phone the nearest branch of UNDERWRITER'S ADJUSTING COMPANY.
4. Phone a report to the Office of Risk and Insurance Management, DGS, (916) 376-5300. After work hours use phone numbers listed on STD 269.
5. If you are contacted by the other party or their insurance company/attorney: refer all phone calls/correspondence to the Office of Risk and Insurance Management; do not admit fault or give a statement of details about the accident without permission from the Office of Risk and Insurance Management.

#### **Emergency Repairs Pool Vehicle**

- Follow these procedures when a valid emergency requires you to pay for repairs or parts.
1. Obtain from the vendor an invoice/receipt with: the vendor's name and address; the vehicle's license number; date the repair was made; the claimant's name; a notation "PAID".
  2. Complete a separate Travel Expense Claim. Indicate in the "Remarks" section the following: The claim is for emergency repairs, the license plate number, a complete description of the circumstances and reason for the emergency repair.
  3. Forward the invoice and Travel Expense Claim to the manager of the State garage where the vehicle was dispatched. If the vehicle is agency owned, then forward these documents to your Accounting Section.

#### **Personal Injury**

Notify your Supervisor or the Personnel Office. You are covered by Workers' Compensation Insurance. The Department will assist you in preparing any injury reports or claims.

## **LODGING 1000**

### **Transient Occupancy Tax**

Employees should attempt to have the Occupancy Tax waived for all hotel/motel rooms they stay in while on State business. It is a good idea to inquire about this when making reservations.

Forms may be available at the lodging site and must be completed in order to qualify for the discount. Waiver of tax is at the option of the lodging establishment. Attachment 3 is a sample of this form.

### **Sharing A Room**

Employees who equally share lodging expenses may claim one of the following. They may claim one-half the room rate with receipt or the statewide lodging rate provided for employees without receipts.

### **Traveling Companions**

If an employee takes a companion, the employee should ask the hotel to provide verification of single room cost. Reimbursement is at the single room rate.

## **TRAVEL ADVANCES 1100**

### **Overview**

A Travel Advance is a temporary advance of money supplied to an employee prior to travel actually taking place. Attachment 4 is a listing of the per diem rates.

### **Types**

Temporary—for in-state, out-of-state travel, certain relocation expenses, training expenses and professional fees.

Permanent—for continuous travel for an employee who travels frequently.

### **Authorization**

Supervisors shall determine the need for and reasonable amount of a Travel Advance.

### **Requesting An Advance**

Steps for requesting advances are:

1. Employee completes the request.
2. Form is approved by authorizing manager.
3. Form is processed by Revolving Fund Unit.
4. Check is issued to employee.
5. Advance is cleared when employee submits a Travel Expense Claim or when the advance is returned.

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### TRAVEL EXPENSE CLAIM (TEC) 1200

#### TEC Guidelines

If an employee attends a meeting or conference and meals are included in the registration fees, the per diem allowed must be reduced by the meal allowance. (Exceptions see DPA Rule 599.619(a)(5)).

If an employee extends a business trip for personal convenience, only the time of departure and return relating to State business should be shown.

Several trips or training classes (excluding out-of-service training) may be recorded on one Travel Expense Claim. Leave a blank line between each one recorded.

Do not combine Relocation with any other type of claim.

Submit each Out-of-State Claim separately. Do not combine In-State and Out-of-State Claims.

If a trip is started in one month and extends to the following month, the claim may be submitted after the trip is complete.

Do not overlap June and July on the same claim. This is two different fiscal years and the claim must be processed separately. Ask for assistance from the Travel Coordinator if you are unsure of the correct procedure for completing the claim.

#### Lost Receipts

If a receipt is lost, state how it was lost and the amount in the "Remarks" area of the claim. See DPA Rules 599.625 and 599.625.1.

#### Lost Receipts Statement Not Acceptable

Employees must furnish original receipts when claiming reimbursement for lodging, transportation, training expenses, professional dues, licenses and fees, and the purchase of airline tickets.

#### Receipts, Odd Sized

If there are receipts, small in size, tape and label the small receipts to a blank 8-1/2 x 11 piece of paper. Several receipts can be taped on one 8-1/2 x 11 paper. Attach this paper to the claim.

#### Airline, Training, Vehicle Rental Receipts

Attach these vouchers or receipts to the claim. Airline receipts can be turned in separately if charged to the State. Requests for payment when an employee pays the airfare must be attached to the claim.

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### **TRAVEL EXPENSE CLAIM (TEC) 1200**

**Acceptable Receipts**      Receipts should be preprinted with the name of the business. Otherwise, the employee should attach a canceled check and explain in the Remarks section of the claim.

**Receipts Required**      Receipts are required for the following:

- Telephone, fax, or other business expenses over \$5.00.
- Parking fees more than \$10.00.
- California State Corporate Charge Card (American Express) or cash purchases of airline tickets.
- Airline tickets (passenger receipt). These are retained by the accounting office to match to the airline or travel agent's bill.
- Actual lodging expenses for in-state or out-of-state travel.
- Business related meals (represented employees only).
- Gas for rental and State vehicles.
- Secondary vehicle rentals paid by employees without using General Service Cards.

**Receipts Not Required**      Receipts are not required for the following:

- Per diem (meals/incidentals) claimed within the rates found within the current MOU and the DPA Rules.
- Streetcar, ferry, bridge and road tolls.
- Telephone, fax, or other business expenses under \$5.00.
- Parking fees of \$10.00 or less.
- Railroad, bus fare (where fares are published in tariffs and travel is entirely in California).
- Overtime meals (unless required by the department for represented employees).
- Taxi or hotel bus fare.

**24 Hour Clock**      The 24-hour clock (military time) starts after midnight at 0000 hours. Increments of an hour are in minutes.  
Example: 1:15 p.m. = 1315  
              6:30 a.m. = 0630



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### OUT-OF-STATE TRAVEL 1300

<b>Overview</b>	All out-of-state travel must be approved. Blanket Approval by the Governor's Cabinet Affairs Office gives a department the authority to approve any of the out-of-state trips listed on their travel plan. SAM Section 0762 outlines the guidelines for the approval categories. Non-budgeted trips are approved on an individual basis. Again, refer to SAM for the specifics on this type of travel.
<b>State Vehicle</b>	State vehicles may be used for bordering state travel if it's in the State's best interest.
<b>Privately Owned Vehicle</b>	Personal vehicles may be used. Reimbursement shall be the lesser of the mileage or airfare. The cost of mileage will be at the rates found in the current MOU and the DPA Rules when making the cost comparison with airfare. If an employee chooses to use a private vehicle and the travel time exceeds what would have been expended if air travel had been used, the employee should be charged vacation or compensating time off for the excess.
<b>Rental Vehicles</b>	The State has a primary and secondary contract for commercial car rental. The contracted rates are available nationwide. See the most current commercial car management memo for rates.
<b>Weekend Travel</b>	Reimbursements for Saturday and Sunday travel will be made when adequate justification is provided on the Travel Expense Claim. If adequate justification is not provided, the employee may be required to reimburse the travel expense.

## **OUT-OF-COUNTRY TRAVEL 1400**

<b>Overview</b>	Out-of-Country trips must be submitted as a non-budgeted trip. This includes all trips to Hawaii, Alaska, territorial possessions and foreign countries.
<b>Per Diem</b>	The per diem expenses will be at the statewide rate except Hawaii and Alaska which DPA considers as Out-of-State Travel. For Hawaii and Alaska, the Out-of-State per diem rate applies. DPA will consider exceptions to the statewide allowance under specific conditions. These are outlined in SAM Section 0715.

## **VEHICLE SELF-INSURANCE COVERAGE 1500**

<b>Overview</b>	Claims against the State or an employee for personal injury or property damage because of the use of a self-propelled land vehicle are self-insured through the State Motor Vehicle Insurance Account (SMVIA). The Office of Risk and Insurance Management administers SMVIA and assesses a premium for liability coverage to the owning department.
<b>Vehicle Liability Coverages:</b>	
<b>State Owned</b>	SMVIA covers responsible drivers of self-propelled land vehicles. This applies to State employees or anyone operating the vehicle with the State's permission. It covers the State, the agency owning the vehicle or employing the driver, and the driver.
<b>Privately Owned Vehicles</b>	The employee's own policy limits must be exceeded before SMVIA provides coverage when employees use private vehicles for State business. Drivers complete STD. 261 yearly to confirm vehicle liability coverage.
<b>Rental Vehicles</b>	SMVIA covers the employee driving a rental car if the rental company is uninsured or underinsured.
<b>Physical Damage</b>	This is collision and comprehensive coverage. Physical damage is not provided for State vehicles or privately owned vehicles used on State Business.
<b>Other Non-Covered</b>	There is no coverage for uninsured or underinsured motorist or medical payments under SMVIA. There is no coverage for disability or death benefits. Disability and death benefits are provided by other agencies. These include: the Public Employees Retirement System, the Department of Personnel Administration, the State Compensation Insurance Fund or Employment Development Department.

**CALIFORNIA STATE AMERICAN EXPRESS CORPORATE CARD, BUSINESS TRAVEL ACCOUNT,  
AND CAR RENTAL BUSINESS TRAVEL ACCOUNT 1600**

**Contract Travel  
Payment Vendor**

The Department of General Services contracts with American Express to provide a Statewide Travel Payment Program. The Office of Fleet and Asset Management State Travel Portal website, [www.travel.dgs.ca.gov](http://www.travel.dgs.ca.gov), provides general guidelines for the implementation and administration of the program.

The California State American Express Corporate Card may be used to:

- Pay for food and lodging expenses
- Rent commercial vehicles and charge fuel
- Pay for airport shuttle, minibus, or taxicab
- Pay for airline tickets

**Guidelines**

Participation in the California State American Express Corporate Card Program is at the option of the State Agency. If your agency participates in the program, contact your Program Coordinator for specific guidelines.

American Express provides toll-free numbers to assist State cardholders.

**Government Card  
Assistance**

American Express 24-hour customer services: (800) 528-2122 (to report lost or stolen cards or for problems or questions)

American Express Emergency Card Replacement: (800) 992-3403 (24x7, 7 days a week)

American Express Application Status and Decline Hotline: (888) 800-7325 (M-F, 6a.m. to p.m., Mountain Time)

You may contact the Statewide Travel Program Administrator at Department of General Services, Office of Fleet and Asset Management, 1700 National Drive, Sacramento, CA 95834, [StatewideTravelProgram@dgs.ca.gov](mailto:StatewideTravelProgram@dgs.ca.gov)

Discount Air Fares for Official State Business, (See State Travel Portal [www.travel.dgs.ca.gov](http://www.travel.dgs.ca.gov). Airline tab, for current fares)

Commercial Car Rental Contracts, (See Management Memo for current rates)

Hotel/Motel Transient Occupancy Tax Waiver, (std. 236 form)

Per Diem, (See current MOU's)